

APPLICATION AND SURVEY

The Senate Fellows program is about learning, working hard and scholarship; but it's also about having a good time and developing friendships. Seventeen other Fellows help to make the fellowship a very special and memorable experience.



APPLICATION AND SURVEY



"The fellowship has reaffirmed my belief in the political process as a mechanism to achieve social change and has taught me how to best influence that process for the benefit of communities I care about."

Ambi Bohannon

PULL OUT SECTION

2005-2006

CALIFORNIA SENATE FELLOWS



APPLICATION FORM AND INSTRUCTIONS

Postmark Deadline: February 23, 2005

Carefully read and follow these directions when completing your application to the California Senate Fellows program. You are within a highly qualified pool of applicants. A neat, thorough and complete application will make a good first impression and will increase the likelihood of your being invited to interview with the selection committee. Failure to comply with any of the application guidelines may result in an application being disqualified.

GENERAL INSTRUCTIONS:

Your complete application must be postmarked no later than February 23, 2005. There are no exceptions to the deadline. If delivered in person, complete applications must be received no later than 5:00 p.m. on February 23, 2005, and delivered either to Room 400 (Senate Rules Committee), State Capitol or to the Center for California Studies (Tahoe Hall #3046) at California State University, Sacramento. Applications sent via fax will not be accepted.

Use this form (or the online version) for all applicant information except as otherwise noted in these instructions. Please type your information. Do not staple your application, and please do not include a résumé. Résumés will not be forwarded to the selection committee.

Enclose your signed application, written statement, college transcripts and letters of recommendation in one envelope and mail to **California Senate Fellows, State Capitol, Room 400, Sacramento, CA 95814**. (If letters of recommendation and/or transcripts have to be sent under separate cover, include a notation with your application explaining the circumstances and the name of the reference or college/university. Please note, however, that all letters of recommendation must be postmarked by February 23, 2005.)

It is recommended that you request a Certificate of Mailing (PS Form 3817) from the U.S. Postal Service. If you do not receive e-mail or U.S. Postal Service notification acknowledging receipt of your complete application by March 13, 2005, you should contact the program assistant at (916) 278-7693 or nahhasd@csus.edu.

ONLINE APPLICATION FORM:

You are encouraged to fill out your application online using Adobe Acrobat Reader. Although information can be entered online, the application must be printed out, signed and submitted with the required written statement, transcript(s) and letters of recommendation. It will be necessary to fully complete and print the application in one session because the altered application form cannot be saved to your computer. To access the online application and more detailed instructions, visit the program Web site at www.csus.edu/calst/senate.

WRITTEN STATEMENT:

Submit a personal statement, not to exceed three pages. The written statement is a vital part of your application packet and provides an opportunity to distinguish yourself from other excellent applicants. Your application will be strengthened with a carefully written and substantive personal statement. A hastily written statement with grammatical and/or typographical errors—or with mistaken references to other fellowship programs for which you are an applicant—will weaken your application. Be sure to proofread your statement for errors.

The selection panel is very interested in learning about you, including your aspirations and why you are applying to the Senate Fellows program. Use your three pages to demonstrate your writing skills and to provide the selection committee with information that may not otherwise be apparent from your application. Do not simply repeat in narrative form the information that is already included in your application, and do not write a policy paper. Simply utilizing a one- or two-page statement prepared for another application is not the best use of this opportunity.

Written statements must be typed and double-spaced with a minimum font size of 12 points and margins of at least one inch. Your name should appear on the top of each page. Do not, however, include your Social Security Number.

TRANSCRIPTS:

Please enclose a transcript of record from each college or university attended. Copies of official transcripts are acceptable, as are unofficial transcripts downloaded from the Internet. Note, however, that **Internet-generated transcripts must include the student's name in the printed document.**

In order to ensure confidentiality of your personal information, please **remove/obliterate your Social Security Number** if it appears on one or more pages of your transcript(s).

LETTERS OF RECOMMENDATION:

Enclose two current letters of recommendation from persons NOT associated with the California Legislature (i.e., present Members or employees). It is recommended that you ask someone familiar with your academic work to write one of the letters. Each person writing a letter must **seal it in a separate envelope, sign his/her name across the seal** and return it to the applicant.

Applications that do not contain at least two letters of recommendation will be disqualified. Additional letters are welcome, including those from Members and staff of the Legislature. Supplemental letters may be sent with the application packet or under separate cover.

Name _____
Last First Middle Initial

Current mailing address:

Street City State Zip Code

E-mail address: _____

Phone: _____
Home Work Cellular or Pager

Permanent phone and residence: _____
Phone

Street City State Zip Code

Name _____

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Name _____
Last First Middle Initial

What city do you consider to be your hometown? _____

EDUCATION:

High School _____
Name City State

Colleges & Universities	Dates Attended	Major(s)	Degrees	GPA

Overall undergraduate GPA _____

Do you plan to do further graduate work? Yes No

Field _____ For what degree? _____

Occupational goal _____

Name _____

I. AWARDS, HONORS AND PUBLICATIONS:

Please list any academic, campus, community and/or professional awards, honors and/or publications. (Continue on Page 6 or attach additional sheets as needed, but do not include a résumé.)

II. CAMPUS, COMMUNITY AND PROFESSIONAL VOLUNTARY ACTIVITIES:

Please list your major membership, internship and other voluntary activities, including approximate dates and number of hours for each entry. (Continue on Page 6 or attach additional sheets as needed, but do not include a résumé.)

Name _____

III. WORK EXPERIENCE:

Please list all paid employment. Begin with your most recent work and include job title, employer, dates of employment, number of hours and a brief description of your responsibilities. (Continue on Page 6 or attach additional sheets as needed, but do not include a résumé.)

NOTICE:

If you are selected as a Senate Fellow, copies of your complete application packet, including written statement, transcripts and letters of recommendation, will be provided to Senators interested in having a 2005-2006 Senate Fellow assigned to their offices.

CERTIFICATION AND SIGNATURE

I certify that all of the statements contained in my application are true, complete and correct to the best of my knowledge. I understand that a Senate Fellow placement combines a graduate seminar with full-time work in a Senate office, and I am prepared in good faith to fulfill both commitments.

Signed _____ Date _____

Name _____

IV. CONTINUATION SHEET

Use this space for continuing Sections I, II and/or III. Please indicate the appropriate section number.
(Attach additional sheets as needed, but do not include a résumé.)

BACKGROUND SURVEY

CALIFORNIA SENATE FELLOWS



The following information is requested on a VOLUNTARY basis and is confidential. This survey is used to evaluate our outreach and recruitment efforts. The information in the survey will NOT be available to the selection panel.

California State University, Sacramento does not discriminate on the basis of age, gender, ethnicity, race, color, national origin, religion, disability, sexual orientation, marital status, pregnancy, or veteran status in any of its programs or activities.

I. How did you hear about the Senate Fellows program? Circle the appropriate number and please be specific in your response.

- 1 Public newspaper advertisement (specify name of paper) _____
- 2 Public newspaper article (specify name of paper) _____
- 3 Student newspaper advertisement (specify campus) _____
- 4 Student newspaper article (specify campus) _____
- 5 Career/Graduate school fair _____
- 6 Presentation by a current or former fellow (specify location) _____
- 7 Career center materials _____
- 8 Directly from a professor or academic staff (specify name and campus) _____
- 9 Directly from a friend/colleague/family member _____
- 10 Directly from a current or former fellow (not in connection with a presentation) _____
- 11 Program brochure _____
- 12 Program poster or flyer (specify location) _____
- 13 Internet _____
- 14 Compact disc (CD) _____
- 15 Other (specify) _____

II. Please circle the letter or letters which correspond to your ethnic identity.

- A Asian or Pacific Islander _____
- B Black/African-American _____
- L Latino/Hispanic _____
- M Bi-or Multi-racial (specify) _____
- N Native American _____
- W White _____
- O Other (specify) _____
- D Decline to state _____

III. Year of birth _____